

UNIDAD 1

- Los alfabetos
- Los vocales y La tilde
- Las sílabas
- Los datos personales
- Los artículos
- El origen y la nacionalidad
- Los números (1-100)
- Saludar y despedirse
- Aprender a presentarnos
- Cosas en la clase

Los alfabetos

Spanish is composed of 30 letters, of which 5 are vowels and 25 are consonants.

Aa	Bb	Cc	CHch	Dd	Ee
Ff	Gg	Hh	Ii	Jj	Kk
Ll	LLll	Mm	Nn	Ññ	Oo
Pp	Qq	Rr	RRrr	Ss	Tt
Uu	Vv	Ww	Xx	Yy	Zz

In above chart the alphabets in red color are used in ancient Spanish, however in modern Spanish they are omitted by [The Real Academia Española](#) (governing body of Spanish language). The one in green color is unique to this language.

Los vocales

The vowels of Spanish are too similar to that of Indian languages. Although there are only five vowels, there is a special accent mark (´) called [La tilde](#) is applied only to these vowels to stress them a bit longer than its regular counterparts.

Aa	Ii	Uu	Ee	Ai	Oo	Au
Áá	Íí	Úú	Éé		Óó	

The rules of pronunciation:

Spanish unlike English, it is written the way it is spoken like Indian languages. Thus avoiding the confusions of pronunciation in English such as 'Put' & 'But' or 'Humble' & 'Kumble'.

A	pronounced as Ah
B	pronounced as Bay
C	pronounced as Say
Ch	pronounced as Che in Cherry
D	pronounced as They
E	pronounced as E in Egg
F	pronounced as Effe in Effect
G	pronounced as He in Khelo
*H	pronounced as Ache in Apache
I	pronounced as E in Easy
J	pronounced as Hotha
K	pronounced as Ca in Car
L	pronounced as Ele in Election
LL	pronounced as Eljay
M	pronounced as Emey in Emma
N	pronounced as Eney in End
Ñ	pronounced as Enye in Canyon
O	pronounced as O in Om
P	pronounced as Pay in Payment
Q	pronounced as Qu in Qur-An
R	pronounced as Erre in Errect
RR	pronounced as Errre
S	pronounced as Essay
T	pronounced as Te in Pathetic
U	pronounced as Oo in Uganda
V	pronounced as Ve
W	pronounced as Doble Ve

X	pronounced as Ekkis in Ex
Y	pronounced as I griega in Igris
Z	pronounced as Say-tha

*H is silent | Listening to native speakers would enhance the ideal pronunciation of above letters.

Special pronunciations of consonants **C** & **G** with vowels:

C + A	pronounced as CA in COME
C + Á	pronounced as CÁ in CAR
C + I	pronounced as CI in SIT
C + Í	pronounced as CÍ in SEASON or SEAT
C + U	pronounced as CU in CUSHION
C + Ú	pronounced as CU in COOL
C + E	Pronounced as CE in SEPTIC or SELL
C + É	Pronounced as CÉ in SAFETY
C + O	pronounced as CO in COMET
C + Ó	pronounced as CÓ in COMB

G + A	pronounced as GA in GANGA
G + Á	pronounced as GÁ in GANDHI
G + I	pronounced as GI in KAKHI
G + Í	pronounced as GÍ in BOOGEY
G + U	pronounced as GU in GOOD
G + Ú	pronounced as GÚ in MANGOOSE
G + E	Pronounced as GE in CHEMISTRY
G + É	Pronounced as GÉ in KHELO or HATE
G + O	pronounced as GO in GORRILLA
G + Ó	pronounced as GÓ in GOAL

A – amigo | friend

B – bolsa | bag

C – casa/cebolla | house/onion

CH – chaqueta | jacket

D – delfín | dolphin

E – espejo | mirror

F – fuente | fountain; source

G – gato/gerente | cat/manager

H – huevo | egg

I – iglesia | church

J – jirafa | giraffe

K – kiosko | quiosk

L – libro | book

LL – llave | key

M – manzana | apple

N – naranja | orange

Ñ – ñame | yam

O – oveja | sheep

P – pelo | hair; fur

Q – queso | cheese

R – rana | frog

RR – pizarra | board

S – sol | sun

T – tortuga | tortoise

U – uvas | grapes

V – vaca | cow

W – wafle | waffle

X – xilófono | xylophone

Y – yema | yolk; nucleus

Z – zapatos | footwears

Las sílabas

Spanish is a highly rhythmic language and has got its own musicality like rap songs. To achieve this we need to practice few tricks. There are two kinds of accentuation namely, Natural & Orthographical.

1) When the last letter of any word ends with **Vowels (a, i, e, o, u)** or **Consonants (N/S)**, then the stress is given on the second last syllable. For example,

La comida – Co | **mi** | da

El joven – **jo** | ven

El zapatos – za | **pa** | tos

2) When the last letter is a consonant except N/S, then the stress is given on the last syllable itself. For example,

Azul – A | **zul**

El ordenador – Or | de | na | **dor**

La juventud – Ju | ven | **tud**

3) When the above two rules are not followed, we add an accent mark (**La tilde '**) over the respective vowel. For example,

El limón – Li | **món**

El perdón – Per | **dón**

La américa – a | **mé** | ri | ca

Histórico – His | **tó** | ri | co

Rápido – **Rá** | pi | do

4) One syllable words would not carry any accent marks. For example,

El sol - sun

El pan - bread

El mar - sea

Los datos personales

- **Los datos personales** – The personal datas
- **El nombre** – The name
- **Los apellidos** – The surname(s)
- **La edad** – The age
- **La fecha de nacimiento** – The date of birth
- **El sexo** – The sex
- **Nombre del padre** – Name of the father
(de + el = del)
- **Nombre de la madre** – Name of the mother
- **La nacionalidad** – The nationality
- **La dirección** – The address
- **El estado** – The state and condition
- **El código de la zona** – Pincode (The code of the zone)
- **El país** – The country
- **El rumbo** – Direction (**N**orth **E**ast **W**est **S**outh)

Los artículos

Articles always accompany a noun with which they agree on gender and number. In Spanish, there are two types of articles: Indefinite articles and definite articles. Here we will find a clear and complete explanation about definite articles of Spanish and how to apply them correctly.

For example:

María es la hermana de Carlos.

Maria is the sister of Carlos.

El helado está rico.

The ice cream is rich.

Newton es fuerte con lo básico de la física.

Newton is strong with the basics of the physics.

		Definite article		Indefinite article	
Singular	Masculine	El	El teléfono	Un	Un teléfono
	Feminine	La	La universidad	Una	Una universidad
	Neuter	Lo	Lo básico		
Plural	Masculine	Los	Los telefonos	Unos	Unos telefonos
	Feminine	Las	Las universidades	Unas	Unas universidades

Exception: In order to evict the cacophony of words a singular feminine noun that ends with vowel **a** | **ha** sound, must be accompanied by the masculine article such as **El** | **Un** respectively. *This rule is applicable only to the singular form of the feminine noun.* For example,

		Definite article		Indefinite article	
Singular	Feminine	El	El ala (wing)	Un	Un ala
		El	El hacha (axe)	Un	Un hacha
Plural	Feminine	Las	Las alas	Unas	Unas alas
		Las	Las hachas	Unas	Unas hachas

Tips: In Spanish, the genders of nouns are de facto based on the last termination of specific vowels or syllable. For example, words often end with O becomes masculine whereas A becomes feminine. Similarly words ending with syllable ma becomes masculine and words ending with syllables such as umbre, tud, dad, tad, sión, ción becomes feminine. For example,

El rebañ <u>o</u>	Flock	La muched <u>umbre</u>	Crowd
El tem <u>a</u>	Theme	La multitude	Multitude
El proble <u>ma</u>	Problem	La e <u>dad</u>	Age
El libro <u>o</u>	Book	La libert <u>ad</u>	Liberty
El regal <u>o</u>	Gift	La presi <u>ón</u>	Pressure
El cuerpo <u>o</u>	Body	La habita <u>ción</u>	Room
El rostro <u>o</u>	Face	La cara <u>a</u>	Face
El reino <u>o</u>	Kingdom	La reina <u>a</u>	Queen
El manzan <u>o</u>	Apple tree	La manzana <u>a</u>	Apple

However there are few exceptions to the above rules:

El mapa, El artista, El colega, La mano etc.

Examples:

Los doming <u>os</u> yo no trabajo	Sundays I don't work
Toco el violin	I play the violin
Juego a las cartas	I play whist (cards)
María es una amiga de Laura	Maria is a friend of Laura
Este niño es un ángel	This child is an angel
Su hermano es un travieso	His brother is a naughty

El origen y la nacionalidad

Introduction

La nacionalidad / El gentilicio is an adjective that expresses the relationship with a geographical place: a country, a region or a city. In Spanish, the names are formed with the suffixes that are listed in the following table.

Hispanoamérica	Los Gentilicios
Argentina	argentino/na
Bolivia	boliviano/na
Chile	chileno/na
Colombia	colombiano/na
Costa Rica	costarricense
Cuba	cubano/na
Ecuador	ecuatoriano/na
España	español/la
El Salvador	salvadoreño/ña
Guatemala	guatemalteco/ca
Guinea Ecuatorial	guineano/na
Honduras	hondureño/ña
Mexico	mejicano/na
Nicaragua	nicaragüense
Panamá	panameño/ña
Paraguay	paraguayo/ya
Perú	peruano/na
Puerto Rico	puertorriqueño/ña
República Dominicana	dominicano/na
Uruguay	uruguayo/ya
Venezuela	venezolano/na

Los países	Los gentilicios
Alemania	alemano/na
Africa	africano/na
Asia	asiático/ca
Australia	australiano/na
Austria	austriaco/ca
Brasil	brasileño/ña
Canadá	Canadiense
China	chino/na
Egipto	egipcio/cia
Escocia	escocés/sa
Estados Unidos	Estadounidense
Europa	europeo/pea
Francia	francés/sa
Gran Bretaña	británico/ca
Italia	italiano/na
Japón	japonés/sa
Nueva Zelanda	Neo zelandés/sa
Países Bajos	holandés/sa
Polonia	ploaco/ca
Portugal	portugués/sa
Rusia	ruso/sa

País	Gentilicio/Nacionalidad
Bulgaria	búlgaro búlgara
Francia	francés francesa
Portugal	portugués portuguesa
Grecia	griego griega
Sudáfrica	sudafricano sudafricana
Egipto	egipcio egipcia
Gran Bretaña	británico británica
Iraq	iraquí

País	Gentilicio/Nacionalidad
Uzbekistan	Uzbeko
Congo	congoleño congoleña
Arabia Saudí	saudí
Perú	peruano peruana
España	español española
Alemania	alemán alemana
Dinamarca	danés danesa
Indonesia	indonesia

Los números (1-100)

Uno	One
Dos	Two
Tres	Three
Cuatro	Four
Cinco	Five
Seis	Six
Siete	Seven
Ocho	Eight
Nueve	Nine
Diez	Ten
Once	Eleven
Doce	Twelve
Trece	Thirteen
Catorce	Fourteen
Quince	Fifteen
Dieciséis	Sixteen
Diecisiete	Seventeen
Dieciocho	Eighteen
Diecinueve	Nineteen
Veinte	Twenty
Veintiuno	Twenty-one
Veintidós	Twenty-two
Veintitres	Twenty-three
Veinticuatro	Twenty-four
Veinticinco	Twenty-five
Veintiséis	Twenty-six
Veintisiete	Twenty-seven
Veintiocho	Twenty-eight
Veintinueve	Twenty-nine
Treinta	Thirty
Treinta y uno	Thirty-one
Treinta y dos	Thirty-two
Treinta y tres	Thirty-three

Treinta y cuatro	Thirty-four
Treinta y cinco	Thirty-five
Treinta y seis	Thirty-six
Treinta y siete	Thirty-seven
Treinta y ocho	Thirty-eight
Treinta y nueve	Thirty-nine
Cuarenta	Forty
Cincuenta	Fifty
Sesenta	Sixty
Setenta	Seventy
Ochenta	Eighty
Noventa	Ninety
Cien	Hundred

Saludar y despedirse

The way of speaking in Spain is quite direct and informal; however, there are situations, both professional and personal, in which it is necessary to use courtesy formulas in Spanish. Here we are going to explore phrases, conjugations and verb forms that will allow us to express ourselves in a more formal way.

Por favor – Gracias:

We must begin with **Por favor** and **Gracias**, courtesy keywords in Spanish and which denote kindness. For example, to express ourselves assertively, we can use **Por favor** before or after the imperative. For example:

“Ponme la cuenta, por favor”.

"Get me the bill, please."

Usted:

Usted is the second person singular, and is often used to refer respectfully to strangers, elderly people, teachers, or clients. Talking about **Usted** expresses courtesy. For example:

“Póngame la cuenta, por favor”

"Give me the bill, please"

Conditional:

The conditional tense expresses a higher level of courtesy, and in Spain it is used only in very formal situations. For example:

“¿Podrías darme la cuenta, por favor?”

"Would you give me the bill, please?"

Expressions:

Finally, there are several phrases that are often used in daily life and that are a symbol of education and respect. For example:

Buenos días | Buenas tardes | Buenas noches

Good morning | Good evening | Good night

¡Encantado, es un placer!
Delighted, it's a pleasure!

¡Mucho gusto conocerte!
It's nice to meet you!

¡Discúlpeme!
Excuse me

Lo siento | Perdóne
Sorry | Pardon

Courtesy in written Spanish:

Emails and formal letters should be written using the **Usted** form and with the following greetings such as:

Querido Señor | Querida Señora
Dear sir | Dear madam

Estimado Señor | Estimada Señora
Respected sir | Respected madam

Finally, the following parting expressions can be used:

Atentamente
Sincerely

Un cordial saludos
A cordial greetings

Cordialmente
Cordially

More examples:

Hola – Hello | ¿Qué tal? – What's up? | ¿Qué pasa? – What's happening? | Bien – Well; Good | Hasta luego – See you later | Hasta pronto – See you soon | Hasta mañana – See you tomorrow | Hasta la vista – See you until we meet | Adiós; Chao – Bye | Cuídese – Take care | Bienvenido/a – Welcome.

Aprender a presentarnos

When we are in Spain, we will find that conversations start with a greeting and finish with a farewell. As we get into a taxi, go into a shop, order meal, we shall exchange a **Buenos días**, **Buenas tardes**, **Buenas noches** depending on the time of day. We can even add **Hola** to greet people. Likewise, when we get out of taxi, leave the shop or restaurant, we shall exchange a farewell. This could be **Adiós**, **hasta luego**.

Elena: Hola, buenas tardes.	Hello, good evening.
José: Hola, buenas tardes.	Hello, good evening.
Elena: Cómo te llamas ?	What is your name?
José: Me llamo José. ¿Y tú ?	My name is Jose. And you?
Elena: Me llamo Elena.	My name is Elena.

Spanish makes a distinction between informal and formal address similar to Indian languages. The informal word for you when addressing one person is **Tú** (singular) **Vosotros** (plural) whereas the formal one is **Usted** (singular) **Ustedes** (plural).

Señora Elena: Hola, buenos días.	Hello, good morning.
Señor José: Hola, buenos días.	Hello, good morning.
Señora Elena: Cómo se llama ?	What is your name?
Señor José: Me llamo José. ¿Y usted ?	My name is Jose. And you?
Señora Elena: Me llamo Elena.	My name is Elena.

Overall, informal way of communication is very common in Spain, however in Hispanoamérica people are so strict in practicing formal way of addressing someone, and they tend to be more formal.

<p>Enrique: Hola, buenos días.</p> <p>Helen: Hola, buenos días.</p> <p>Enrique: ¿Cómo <u>te llama</u>?</p> <p>Helen: <u>Me llamo</u> Helen Nuñez. ¿<u>Y tú</u>?</p> <p>Enrique: <u>Me llamo</u> Enrique Ramirez.</p> <p>Helen: Todo bien. Gracias.</p> <p>Enrique: ¿A qué <u>te dedicas</u>?</p> <p>Helen: Soy la enfermera. <u>Y tú</u> ¿También <u>eres</u> enfermero?</p> <p>Enrique: No soy enfermero, soy estudiante de la zoología.</p> <p>Helen: ¡Qué bien! Mucho gusto.</p> <p>Enrique: Encantado.</p> <p>Helen: Vale, hasta luego, <u>chao</u>.</p> <p>Enrique: Hasta luego, <u>chao</u>.</p>	<p>Hello, good morning.</p> <p>Hi, good morning.</p> <p>What is your name?</p> <p>My name is Helen Nuñez. And you?</p> <p>My name is Enrique Ramirez.</p> <p>All good. Thank you.</p> <p>What do you do?</p> <p>I'm nurse. And you, are you also nurse?</p> <p>I am not a nurse, I am zoology student.</p> <p>Great! Nice to meet you.</p> <p>My pleasure.</p> <p>Okay, see you later, bye.</p> <p>Until then, bye.</p>
---	---

<p>Enrique: Hola, buenos días.</p> <p>Helen: Hola, buenos días.</p> <p>Enrique: ¿Cómo <u>se llama usted</u>?</p> <p>Helen: <u>Soy la Sñra.</u> Helen Nuñez. ¿<u>Y usted</u>?</p> <p>Enrique: <u>Soy el Sñr.</u> Enrique Ramirez. ¿<u>Qué pasa</u>?</p> <p>Helen: Todo bien. Gracias.</p> <p>Enrique: ¿A qué <u>se dedica usted</u>?</p> <p>Helen: Soy la enfermera. <u>Y usted</u> ¿También <u>es</u> enfermero?</p> <p>Enrique: No soy enfermero, soy estudiante de la zoología.</p> <p>Helen: ¡Qué bien! Mucho gusto.</p> <p>Enrique: Encantado.</p> <p>Helen: Vale, hasta luego, <u>adiós</u>.</p> <p>Enrique: Hasta luego, <u>adiós</u>.</p>	<p>Hello, good evening.</p> <p>Hi, good evening.</p> <p>What is your name?</p> <p>My name is Helen Nuñez. And you?</p> <p>My name is Enrique Ramirez.</p> <p>What's up?</p> <p>All good. Thank you.</p> <p>What do you do?</p> <p>I'm nurse. And you, are you also nurse?</p> <p>I am not a nurse, I am zoology student.</p> <p>Great! Nice to meet you.</p> <p>My pleasure.</p> <p>Ok, see you later, bye.</p> <p>Until then, bye.</p>
---	---

Some indispensable words in Spanish to seek more clarifications & assistances:

Perdón, yo no entiendo.	I'm sorry, I don't understand.
¿Qué <u>dices</u> ?	What did you say? (informal)
¿Qué <u>dice usted</u> ?	What did you say? (formal)
<u>Puede</u> repetir?	Can you repeat?
<u>Puede</u> repetir, <u>por favor</u> ?	Could you repeat, please?
Más despacio	More slowly
¿Qué significa esa palabra?	What does that word mean?
¿ <u>Hablas tú</u> inglés?	Do you speak English? (informal)
¿ <u>Habla usted</u> inglés?	Do you speak English? (formal)
Perdón, yo no hablo muy bien español.	Sorry, I don't speak Spanish well.

Cosas en la clase

Book – El libro

Pencil – El lápiz

Pen – El bolígrafo

Paper – El papel

Sharpener – El sacapunta

Dust bin – La papelera

Trash bin – La basura

Door – La puerta

Entrance – La entrada

Exit – La salida

Light – La luz

Fan – El ventilador

Window – La ventana

Desk – El escritorio

Small desk – El pupitre

Table – La mesa

Chair – La silla

Notebook – El cuaderno

Marker – El marcador

Scissors – Las tijeras

Glue – El pegamento

Ruler – La regla

Scale – La escala

Eraser – El borrador

Map – El mapa
Flag – La bandera
Clock – El reloj
Blackboard – La pizarra
Chalk – La tiza
Poster – El cartel
Stapler – La grapadora
Headphones – Los auriculares
Ceiling – El techo
Wall – La pared
Wall painting – El cuadro
Floor – El suelo / El piso
Projector – El proyector
Screen – La pantalla
School – La escuela
College – El colegio
University – La universidad
Institute – El instituto
Computer – El ordenador